

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA**

**ELECTRONIC FILING SYSTEM
REGISTRATION FORM AND USER AGREEMENT**

This form shall be used to register for an account on the court's Electronic Filing System. Registered users will have privileges to electronically submit documents. All registration forms and user agreements, except those from claims agents and creditors, shall be accompanied by a completed *Authorization for Payment of Fees for Electronic Filings by Credit Card, Form EDC 2-304*.

The following information is required for registration *[please type or print]*:

First/Middle/Last Name: _____ Last 4 digits of Soc.Sec.No.: _____

State Bar ID #, if applicable: _____ Licensing State, if applicable: _____

Firm/Business Name: _____

Mailing Address: _____

City, State, ZIP Code: _____

Voice Phone Number: (____) _____ Facsimile Number: (____) _____

E-mail Address: _____

Additional E-mail Address(es)¹: _____

E-mail Notification: ☐ Please send a separate notice of electronic filing for each electronically filed document.

OR

☐ Please send a single, daily message containing the notices of electronic filing for electronically filed documents available on the Internet that day.

1. The undersigned is eligible to receive a username and password to access the electronic filing system because he/she is *[please check all that apply]*:

☐ An attorney admitted to practice in the U.S. Bankruptcy Court for the Eastern District of California and currently in good standing.

☐ An attorney exempt from admission to the bar of the U.S. Bankruptcy Court for the Eastern District of California. Basis for exemption: _____

¹ You may specify two additional Internet e-mail addresses to which e-mail messages should be sent when a document is filed electronically in any case in which the user has appeared. If you need e-mail messages sent to more than three Internet e-mail accounts, please contact the Automation Help Desk at (916) 930-4568.

- ☐ A U.S. Trustee or an Assistant U.S. Trustee.
- ☐ A bankruptcy trustee.
- ☐ A claims agent or creditor. Name(s) of the firm(s) or creditor entity(ies) on whose behalf the undersigned employee or agent is to be issued a username and password and authorized to file proofs of claim, notice requests, and/or transfers of claims: _____
- ☐ Other: _____

2. To satisfy the training requirement *[please check one]*.

- ☐ The following persons have attended, or are scheduled to attend, the electronic filing system training provided by the court. (To schedule training, please visit the [USBC-CAEB e-Filing Training page](#) on the court's web site.)

<u>Name</u>	<u>Title/Position</u>	<u>Training date and location</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

- ☐ Training can not be scheduled at this time because: _____
- ☐ A completed *Electronic Filing System Request for Waiver of Training, Form EDC 2-305*, accompanies this Electronic Filing System User Registration Form and User Agreement.
- ☐ Other: _____

3. By submitting this Electronic Filing System Registration Form and User Agreement, the undersigned agrees to abide by the following:

- a. I understand that the electronic filing system is for use only as permitted by the U.S. Bankruptcy Court for the Eastern District of California.
- b. I will satisfy all hardware/software requirements prior to my use of the electronic filing system.
- c. I agree to adhere to all technical and procedural requirements for use of the electronic filing system.
- d. I understand that the provisions of General Order 04-01, *Amended and Restated Order Concerning Filing, Signing, and Verifying Documents by Electronic Means*, and any changes or additions thereto, are incorporated by reference into this agreement and agree to abide by them. I further understand that it is my responsibility to learn and follow all current electronic filing procedures and updates as they relate to the documents submitted by me.

- e. I agree to prepare all documents in strict compliance with all federal rules, local rules, and local requirements, orders, guidelines, policies, procedures and practices.
- f. I understand that as a registered user, I am responsible and liable for any documents submitted electronically by means of my login and password.
- g. I agree to protect and secure the confidentiality of the password obtained pursuant to this registration form. Moreover, it will be my responsibility to immediately inform the automation help desk in writing if I have reason to believe that my password has been compromised.
- h. I understand that it is my responsibility to notify the automation help desk immediately, in writing, of any change in firm affiliation, address, telephone number, fax number, or e-mail address(es).
- i. I understand that my eligibility to use the electronic filing system may be restricted or revoked if I knowingly permit my password to be used by anyone who is not authorized to use the password, or fail to comply with any of my other obligations as set forth in this user agreement.

I declare that the information provided above is true and correct to the best of my knowledge and belief.

Signature

Date

Bring this completed form and your completed *Authorization for Payment of Fees for Electronic Filings by Credit Card*, form EDC 2-304, with you to training, or return them by mail, hand delivery, electronic mail, or fax to:

U.S. Bankruptcy Court
Eastern District of California
Attention: Electronic Filing System User Registration
501 I Street, Suite 3-200
Sacramento, CA 95814
Fax: (916) 930-4604
email: helpdesk-caeb@caeb.uscourts.gov